

**Hanover County**  
**EMERGENCY COMMUNICATIONS DEPARTMENT**

**Hanover County Tower Co-Location Application**

Name of firm or company making the request \_\_\_\_\_

Name of the Company that will be co-locating \_\_\_\_\_

Name of the person making the request \_\_\_\_\_

Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_ E-mail \_\_\_\_\_

Mailing Address \_\_\_\_\_

GPIN of the tower site desired to co-locate on \_\_\_\_\_

Street Address for the site \_\_\_\_\_

Type of antenna to be used \_\_\_\_\_ Elevation Required \_\_\_\_\_

Frequency Band to be used \_\_\_\_\_

Reason for selecting this tower \_\_\_\_\_

Additional utilities, equipment or structures required for the site \_\_\_\_\_

Preliminary time line for the project (start and finish dates, from date of approval) \_\_\_\_\_

**A preliminary site design drawing must be attached**

Signature of Requestor \_\_\_\_\_ Date \_\_\_\_\_

Office Use Only-----

Check List:

\_\_\_\_\_ Completed Application \_\_\_\_\_ Structural Analysis \_\_\_\_\_ Inter-Mode Study

\_\_\_\_\_ Site Plan Drawings \_\_\_\_\_ Environmental Study \_\_\_\_\_ CUP

\_\_\_\_\_ Site Plan Process \_\_\_\_\_ Building Permit \_\_\_\_\_ Executed Agreement

\_\_\_\_\_ Project Complete Date Completed \_\_\_\_\_

# **Hanover County**

## **EMERGENCY COMMUNICATIONS DEPARTMENT**

### **Procedure for Tower Site Co-Location**

The following procedure shall be used for consideration of any request for co-location of equipment on a County facility by a private company.

- 1) The applicant shall obtain and complete a Hanover County Tower Co-Location Application Form, which shall include, but not be limited to the following information:
  - a. The name and address of the person and company/firm making the request.
  - b. The name of the company that desires to co-locate equipment on the County facility.
  - c. The GPIN and address of the Hanover County tower site proposed for the colocation.
  - d. The reason for the use of that particular facility.
  - e. The proposed frequency band of the equipment and a description of the equipment.
  - f. The type of antenna to be used and the requested antenna height.
  - g. The proposed time line for the project.
  - h. A preliminary site design drawing, including any features to be added to the facility or the site of the facility.
  - i. A description of any additional utilities, structures or equipment required at the site.
  - j. The name, telephone number, fax number, e-mail address and mailing address of the contact person.
- 2) After the application has been submitted to the Department of Emergency Communications, the applicant shall:
  - a. Perform a structural analysis on the facility, analyzing the effect of the proposed additional equipment, and provide the results and a complete written report prepared by a qualified professional, to the County.
  - b. Perform an inter-modulation study to assess potential interference issues in relation to the County's Public Safety Communications System or any other equipment that may be located on the facility, and provide the results and a complete written report prepared by a qualified professional, to the County.

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### **Procedure for Tower Site Co-Location Con't**

- c. Perform an environmental study of the site, if a new building or structure will be required, and provide the results and a complete written report prepared by a qualified professional, to the County.
- d. Submit a grounding plan to the County.
- e. Enter into a co-location agreement, including provisions for maintenance, with the County.
- f. Obtain a Conditional Use Permit, Building Permit, and any other applicable federal, State or local permits, approvals or licenses.
- g. Pay all costs for the County's Consultant/Engineer to review the application, advise the County staff and oversee the project on behalf of the County. A deposit in the amount of the estimated cost of the consultant's services shall be paid to the County at the time of submission of the first report referred to above, and prior to any County consideration of the application. If the deposit is less than the amount of all such cost, the applicant shall pay the amount of the shortfall to the County within fifteen days of the date of written request. If the costs are less than the deposit, the excess amount shall be refunded to the applicant following completion of consideration by the County.
- h. Contact for the Emergency Communications Department: Curtis Shaffer, Director, 804-365-6140; [cjshaffer@co.hanover.va.us](mailto:cjshaffer@co.hanover.va.us); Emergency Communications Department P.O. Box 470, Hanover, Va. 23069